

JOB DESCRIPTION

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| Job Title: | Community Diagnostic Centre Lead Radiographer |
| Main Place of Work: | Corbett Hospital Community Diagnostic Centre (CDC), Stourbridge, West Midlands, UK |
| Responsible to: | CT and PET/CT Manager MRI Mobile Superintendent (CT and MRI Dual line management) |
| Accountable to: | Chief Executive, Cobalt Health |

Job Purpose:

Responsible for the organisation of the day-to-day services at the Community Diagnostic Centre (CDC).

Promote and ensure all work is undertaken in accordance with departmental local rules, systems of work, operational policy and procedures, health and safety and risk management.

Plan and set standards to direct department goals in accordance with Cobalt and legislative quality assurance programmes, undertake audit of performance against departmental and corporate targets and action improvements.

To liaise with clinical managers to ensure appropriate staffing and skill mix to deliver safe and high quality services at the Imaging Centre.

To work with all stakeholders to ensure an integrated clinical service is maintained.

Key areas of responsibility will include:

Specific Duties

- At all times to maintain a positive partnership with NHS Trust, and other stakeholders on behalf of Cobalt and ensure continuity of the CT and MRI services, integrating Charity values
- Lead for quality standards including QSI (Quality Standard for Imaging) and ISO accreditations at the Imaging Centre.
- Assist the Director of Clinical Operations in carrying out their legal duties as registered CQC (Care Quality Commission) Manager for the unit.
- To support the service during external visits by Trust or industry stakeholders including CQC and QSI inspectors.
- Be the responsible Radiation Protections Supervisor (RPS) in their area of work, and support/provide guidance to junior staff members. (Separate JD)
- Responsible for keeping open communication pathways with line managers regarding the service, wherever appropriate to modality.

- Ensure the Centre is operated to the highest level of clinical and operational governance. To develop and introduce policy, procedures and processes collaboratively with line managers and stakeholders within the Trust relevant to the imaging centre ensuring continuous improvement and patient experience.
- Liaise with multidisciplinary teams in area of work and respond to the clinical requests from Consultant Radiologists in accordance with agreed protocols.
- Responsible for the organisation and smooth running of day-to-day scanning lists.
- Develop and implement quality control programmes in liaison with medical physics department and perform daily quality control system checks, maintain records.
- Maintain documented records as necessary, ensuring they are accessible for inspection by external accreditation bodies including CQC, QSI and ISO.
- Responsible for all staff induction training at the location, IRMER and MRI safety awareness training, cannulation and administration of contrast agents, maintenance of training records and successful completion of competency frameworks for all Cobalt/non-Cobalt staff working at the Imaging Centre.
- Member of MRI Safety Committee.
- Member of RPC Committee.
- Hold and document staff operational meetings, attend any relevant meetings held by Cobalt/NHS Trust regarding activity at the Imaging Centre.
- Ensure due regard is given to the customs, values and spiritual beliefs of patients and ensure patients' views are sought and considered
- Participate in the on-call rota for breakdowns and staffing at this location.

Operational Duties

- Undertake imaging procedures working to set standards and protocols in accordance with best practice and in a manner that meets professional, departmental and legal standards and requirements according to Ionising Radiation (Medical Exposure) Regulations 2017 (IRMER) and employer procedures.
- Work in accordance with the CT and MRI local rules, systems of work, administrative and operational procedures, health and safety and risk management.
- Provide physical and emotional support to patients throughout their attendance. Conduct consent and screening safety checks with patients prior to examination to ensure their suitability for imaging examinations or procedures.
- Data entry using radiology information systems (RIS), data sharing and checking image transfer is completed using Picture Archive (PACs), Image Exchange Portal (IEP) and other associated information systems ensuring accurate, legible, comprehensive medical records are maintained.
- Responsible for the Quality Assurance checks on all equipment, in accordance with the departmental QA programme and reporting any deviation from expected results to the relevant expert and line manager. Undertake action to rectify the deviation as appropriate and document the action taken in the required log.
- Ensure the safe use and maintenance of highly specialist imaging equipment, to adhere to all local CT and MRI safety procedure and report all equipment faults in accordance with the fault reporting process and liaise with line managers to ensure timely rectification or removal of equipment from service if necessary.

- Ensure a clean, safe and appropriate environment that facilitates the prevention and control of infections in compliance with regulatory requirements. Complete IP&C audits according to the audit programme and supporting the IP&C Lead with improvements and staff feedback.
- Infection Prevention and Control Champion.
- Maintain clinical audits, collate data and generate KPI reports for the imaging centre.
- Maintain up to date and accurate personal CPD records.

Additional Responsibilities

- To hold certification to undertake cannulation procedures, supply and administration of contrast media and medicines in line with departmental guidelines.
- Assist the head of marketing and communications in the promotion of the Imaging Centre and where necessary assist in production and preparation of image data for publications and presentations.

Management of Resources

- Work with Line Managers to maintain appropriate staffing levels and skill mix in the Imaging Centre as appropriate to maintain adequate service provision.
- Undertake appraisal if required for Clinical Imaging Assistants at the Imaging Centre, set objectives and personal developments plans.
- Support line managers in the selection, interview and recruitment of prospective staff at the Imaging Centre.
- Ensure the safe use of highly specialist imaging equipment. Responsible for the reporting of faults, organising fault rectification for the CT and MRI scanner and all ancillary equipment. Organisation of maintenance of CT and MRI scanners as per planned preventative programmes.
- Monitor scanner utilisation, demand and capacity and produce performance reports.
- Supervise all aspects of medicine management as an appointed practitioner in charge including the ordering, stock taking, usage and record keeping of medicines prescribed, supplied, dispensed and administered
- Maintain all clinical/office stock and supplies as required to be efficient whilst liaising with the operations hub and Trust teams.

Line management

Line management responsibility of core staff who are recruited to work at the CDC location.

There is an expectation that this senior lead position will also supervise radiographers, students and other junior staff members whilst working at the Imaging Centre as part of their team on rotation from mobile services.

Teamwork

- To work collaboratively with other departments within Cobalt.
- Taking an active part in team meetings.
- Champion the professional integrity of the organisation.
- Adhere to corporate policy and procedure.
- Advise and mentor staff members, particularly junior staff members.

Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

DBS Disclosure

All appointments are subject to a satisfactory initial DBS check by the Disclosure and Barring Service and satisfactory repeat checks, carried out in line with the policy in force at the time. Failure to disclose any convictions or cautions may result in the withdrawal of the post or termination of contract.

Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

Health & Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Infection Control

Make themselves aware of their responsibilities for infection prevention and control. Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with. Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal

information. You are required to undertake the Data Protection training included in the NHS IT Governance Toolkit as instructed.

Personal Development

You are required to participate in the organisation's annual appraisal scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

You are expected to maintain competency, learning new techniques and technology as required and retain records of continuing professional development (cpd) to ensure continuity of membership to your professional organisation.

All staff are encouraged to participate in training/activities that will help develop their wider skills and assist them in managing their personal welfare and be attentive to the welfare of colleagues.

Completion of Cobalt Health's mandatory training programme.

The Environment and EMS

Cobalt is committed to protecting the local and global environment and supporting the development of the concept of sustainable healthcare. To help achieve these aims Cobalt has developed an Environmental Management System (EMS) to proactively manage the charity's impact on the environment, and you have a crucial role to play within in this. In addition to attending training and any responsibilities specified within your job description above, you are required to familiarise yourself with Cobalt's EMS and policies, to understand and contribute to the achievement of Cobalt's environmental objectives and targets, and to provide feedback through line management or CSR Champions.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Charity.

This post is subject to the terms and conditions of employment of Cobalt Health.

Person Specification

| Qualifications and Training | Essential | Desirable |
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| Degree in Radiography or equivalent HCPC Recognised qualification | ✓ | |
| PGCert or Dip in MRI or Masters in MRI/Radiography/PET/CT or CT | | ✓ |
| Relevant post graduate management certification | | ✓ |
| Registered member of Health and Care Professions Council | ✓ | |
| College of Radiography IV Cannulation Certificate or equivalent | ✓ | |

| Knowledge and experience | Essential | Desirable |
|--|-----------|-----------|
| Highly developed specialist knowledge under pinned by proven experience in operational management and service delivery in healthcare and patient focussed services | ✓ | |
| Supervision of staff groups (senior/junior) and workforce review | | ✓ |
| Experience of developing and maintaining rosters, service and scheduling, site planning | ✓ | |
| Comprehensive knowledge of departmental and operational policy and procedures | ✓ | |
| Demonstrable experience and knowledge of a wide range of CT and/or MRI examinations and clinical application | ✓ | |
| Experience of the implementation of health and safety regulations, risk management and infection control policy relating to a healthcare environment | ✓ | |
| Experience undertaking staff reviews and appraisal evaluations, setting objectives. | | ✓ |
| Experience developing and delivering training and educational programs. | | ✓ |
| Evidence of continuing personal professional development | ✓ | |

| Skills and abilities | Essential | Desirable |
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| Demonstrable team working skills and the ability to work on your own initiative | ✓ | |
| An understanding and application of health and safety regulations and infection control policy relating to a healthcare environment | ✓ | |
| Confident communicator at all levels | ✓ | |
| Confidentiality, discretion and trustworthiness | ✓ | |
| A high level of IT competency and the ability to gather data, compile complex information and prepare reports | ✓ | |
| Ability to analyse and interpret radiographic imaging | ✓ | |
| Ability to assess and implement highly specialist imaging procedures, adapting technique and prioritise imaging if required | ✓ | |
| Ability to develop, plan and implement goals in line with timescales | ✓ | |

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| Ability to effectively delegate tasks with appropriate levels of authority. | ✓ | |
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| Personal attributes | Essential | Desirable |
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| Ability to prioritise workload and work under minimal supervision | ✓ | |
| Flexible temperament towards working hours | ✓ | |
| A caring attitude, patience and empathy and the ability to offer reassurance to patients or colleagues | ✓ | |
| Well organised with excellent interpersonal and communication and literacy skills | ✓ | |
| Accuracy and excellent attention to detail | ✓ | |
| Physical dexterity, co-ordination and sensory skills required for positioning of or handling patients | ✓ | |
| Motivated commitment to continuing professional development | ✓ | |